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| **K-12 Leadership Team Checklist**  **October 23 through November 27, 2012** | | |
|  | **Scenario: You know that all MCPS schools are implementing professional learning communities which emphasize learning, collaboration, and results. You want to provide leadership for your staff that is focused and effective so that the key elements of the PLC process become a part of your school’s culture. You resolve to read about PLCs, leadership and culture, as well as discuss your new ideas with other principals—giving and receiving collegial feedback-- so that you can articulate your action plan and next steps in a written communication to your ERD.** |  |
| Prep for  10-23 | **Read** [**In Praise of Top-Down Leadership**](http://www.aasa.org/SchoolAdministratorArticle.aspx?id=6498)**, Rick DuFour**  **Take notes/bring notes.**  **Review glossary of PLC terms** |  |
| 10-23 | **Watch The Importance of PLCs, Rick DuFour, take notes**  **Small group discussion of the DuFour article and video and their relevance to our work**  **Share big ideas from your discussion** |  |
| Prep for 10-30 | **Read** [**Creating Culture in Schools**](http://www.ascd.org/publications/books/111014/chapters/Creating-Culture-in-Schools.aspx), **Fisher, Frey, Pumpian**  **Complete the** [**It says, I say and So**](file:///C:\Documents%20and%20Settings\kallen.MCPS\Local%20Settings\Temporary%20Internet%20Files\Content.Outlook\0CRKEKOX\It%20Says%20I%20say%20and%20so%20doc%20%2010-21-21%20K-12%20Principals%20PLC%20dev%20How%20to%20create%20a%20culture%20of%20achievement%20%20%20.doc)  **Review glossary of PLC terms** |  |
| 10-30 | **Small group discussion using** [**It says, I say and So**](file:///C:\Documents%20and%20Settings\kallen.MCPS\Local%20Settings\Temporary%20Internet%20Files\Content.Outlook\0CRKEKOX\It%20Says%20I%20say%20and%20so%20doc%20%2010-21-21%20K-12%20Principals%20PLC%20dev%20How%20to%20create%20a%20culture%20of%20achievement%20%20%20.doc)**:** [**Creating Culture in Schools**](http://www.ascd.org/publications/books/111014/chapters/Creating-Culture-in-Schools.aspx)  **Use notes/take notes from discussion**  **Share big ideas from small group discussion** |  |
| Prep for  11-6 | **Read** [**Seven Keys to Effective Feedback**](http://www.ascd.org/publications/educational-leadership/sept12/vol70/num01/Seven-Keys-to-Effective-Feedback.aspx)**, Grant Wiggins**  **Complete the** [**3-2-1 Keys to Effective Feedback**](file:///C:\Documents%20and%20Settings\kallen.MCPS\Local%20Settings\Temporary%20Internet%20Files\Content.Outlook\0CRKEKOX\3-2-1%20Individual%20Reflection%20Form%20for%20Seven%20Keys%20to%20Effective%20Feedback%20Grant%20Wigging%20K-12%20Leadership%2011-6-12.doc) |  |
| \*\*\*\*\*\*\*  Between 10-30 and 11-13  \*\*\*\*\*\*\* | **Write a PLC action plan/next steps that will take you through the end of January, 2013 in work with your staff on developing your school as a professional learning community. Use notes from the articles, video and discussions; cite evidence from these and other PLC sources. Use the CSCS rubric for personal insights** |  |
| 11-6 | **Small group discussion using** [**3-2-1 Keys to Effective Feedback**](file:///C:\Documents%20and%20Settings\kallen.MCPS\Local%20Settings\Temporary%20Internet%20Files\Content.Outlook\0CRKEKOX\3-2-1%20Individual%20Reflection%20Form%20for%20Seven%20Keys%20to%20Effective%20Feedback%20Grant%20Wigging%20K-12%20Leadership%2011-6-12.doc):  [**Seven Keys to Effective Feedback**](http://www.ascd.org/publications/educational-leadership/sept12/vol70/num01/Seven-Keys-to-Effective-Feedback.aspx)**, Grant Wiggins**  **Share big ideas from small group discussion** |  |
| Prep for 11-13 | **Complete your PLC action plan/next steps**  **Bring copies for small group members** |  |
| 11-13 | **Develop Collective Commitments for K-12 Leadership Team**  **Distribute action plan copies to small group members** |  |
| Prep for 11-20 | **Read small group member action plans; prepare feedback for each colleague based on** [**Seven Keys to Effective Feedback**](http://www.ascd.org/publications/educational-leadership/sept12/vol70/num01/Seven-Keys-to-Effective-Feedback.aspx)**, Grant Wiggins, readings, videos, etc.** |  |
| 11-20 | **Small group members take turns giving/receiving feedback as outlined by Wiggins based on PLC background from recent reading, videos, *Learning by Doing***, **PLC at Work workshop, etc.** |  |
| Prep for 11-27 | **Revise your action plan based on feedback received 11/20**  **Bring one copy of final product on 11-27** |  |
| 11-27 | **Small group members share revised action plans highlighting revisions made as a result of the formative assessment/feedback received; give a copy to your ERD**  **Discuss the process and the product**  **Compare and contrast with pending Smarter Balanced assessments of Common Core State ELA Standards (2014-1015)**  **Celebrate!** |  |
| Beyond | **Implement action plan 11-27-2012 through 1-31-13**  **Follow-up with ERD** |  |
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